

### **Travel Manager Tip: How to Cancel a Document:**

If an authorization for a travel has been cancelled for one reason or another, several parties need to be notified.

1. If the document has been fully routed, print the first page of the travel authorization (Preview Document in Travel Manager), and write the word **CANCEL** big enough, so that it can be read on the page, and fax the page to the travel office. The Travel Office fax number is, 301-286-8261.
2. In addition, if travel reservations were made, call CI Travel to have them canceled in their system.
3. If the document is still electronically routing, notify the approving official that is next to sign the document and have them stamp the authorization "Cancel" in Travel Manager. The "Cancel" stamp will terminate the routing.